Administrative Management - Travel - Multiple Choice Responses
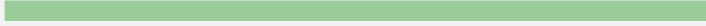
Does your agency have an internal policy related to Travel?	Response Percent	Response Total
Yes	78.1%	25
No	21.9%	7
Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		
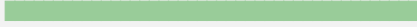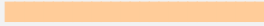
Does your Agency's process for requesting and authorizing travel require Supervisor approval?	Response Percent	Response Total
Yes	100%	32
No	0%	0
Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

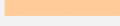| Are there any other approvals you must obtain prior to travel and if so who provides the approval?	Response Percent	Response Total
No Approval Required	0%	0
Fiscal Officer	33.3%	10
Department Head	36.7%	11
Agency Head	70%	21
Other (please provide Title)	60%	18
Total # of respondents 32. Statistics based on 30 respondents; 0 filtered; 2 skipped.		

Are there any specific dollar thresholds or limits requiring different approvals?	Response Percent	Response Total
Yes	78.1%	25
No	21.9%	7
Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

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Does your Agency budget for travel, and if so, at what level?	Response Percent	Response Total
No budget performed	3.1%	1
Agency-wide	6.2%	2
Department	6.2%	2
Division	15.6%	5
Location	3.1%	1
Account (Cost Code)	50%	16
Other (Please Specify)	15.6%	5
Total # of respondents **32**. Statistics based on **32** respondents; **0** filtered; **0** skipped.		
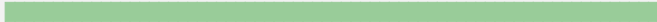
Does your Agency allow for transfers of travel budget dollars between budget areas (e.g., Departments, Cost Codes, Locations) as travel needs change in a fiscal year?	Response Percent	Response Total
Yes	90.6%	29
No	9.4%	3
Total # of respondents **32**. Statistics based on **32** respondents; **0** filtered; **0** skipped.		

Does your Agency have more restrictive controls on travel request and authorizations than the state-mandated policies? If so, in what areas?	Response Percent	Response Total
None	53.1%	17
Lodging	3.1%	1
Meals	3.1%	1
Transportation	0%	0
Mileage	3.1%	1
Reimbursements	3.1%	1
Other (please specify)	34.4%	11
Total # of respondents **32**. Statistics based on **32** respondents; **0** filtered; **0** skipped.		

Does your Agency have specific travel policies pertaining to travel from one office to another when both offices are part of the same Agency?	Response Percent	Response Total
Yes	9.4%	3
No	90.6%	29
Total # of respondents **32**. Statistics based on **32** respondents; **0** filtered; **0** skipped.		
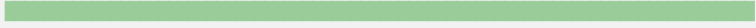
Does your Agency have any special rules for out-of-state travel?	Response Percent	Response Total
Yes	40.6%	13
No	59.4%	19
Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

Does your Agency have an internal process for submitting travel reimbursement requests?	Response Percent	Response Total
Yes	84.4%	27
No	15.6%	5
Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		
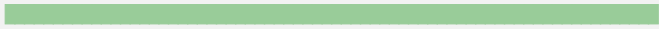
Does your Agency provide for travel advances?	Response Percent	Response Total
Yes	84.4%	27
No	15.6%	5
Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		
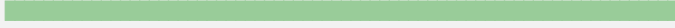
If yes, which option is used most often?	Response Percent	Response Total
Petty Cash	48.1%	13
Travel Advance Check	51.9%	14
Total # of respondents 32. Statistics based on 27 respondents; 0 filtered; 5 skipped.		
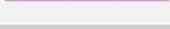
Are there occasions when travel advances exceed actual expenses?	Response Percent	Response Total
Yes	59.3%	16
No	40.7%	11
Total # of respondents 32. Statistics based on 27 respondents; 0 filtered; 5 skipped.		

Does your Agency have an internal process for auditing Travel Reimbursements? (Yes/No)		Response Percent	Response Total
Yes		96.9%	31
No		3.1%	1
	Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

Does your Agency pay the travel expenses of a vendor or contract employee directly?		Response Percent	Response Total
Yes		75%	24
No		25%	8
	Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

Does your agency have procedures to address non-compliance with agency travel policies?		Response Percent	Response Total
Yes		84.4%	27
No		15.6%	5
	Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

Does your Agency have multiple funds that may be used in funding travel?		Response Percent	Response Total
Yes		87.5%	28
No		12.5%	4
	Total # of respondents 32. Statistics based on 32 respondents; 0 filtered; 0 skipped.		

If yes, what type of funds apply?		Response Percent	Response Total
State		96.4%	27
Federal		85.7%	24
Local		25%	7
Grant		67.9%	19
Other (please describe)		21.4%	6
	Total # of respondents 32. Statistics based on 28 respondents; 0 filtered; 4 skipped.		

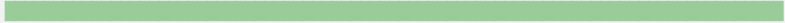| If your Agency must distribute travel costs to multiple funding sources and/or multiple cost codes, is the distribution done at the time of processing of the travel reimbursement?	Response Percent	Response Total
Yes	100%	28
No	0%	0
Total # of respondents **32**. Statistics based on **28** respondents; **0** filtered; **4** skipped.		

If no, at what point is the distribution to multiple accounts done?	Response Percent	Response Total
After check/edit is issued	0%	0
At Travel request	0%	0
Other (please specify)	0%	0
Total # of respondents **32**. Statistics based on **0** respondents; **0** filtered; **32** skipped.		

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